

FMMI Roles....What are they and why do they matter?

What are FMMI Roles?

As a FMMI user, your day-to-day activities will be determined by the specific FMMI role(s) to which you have been mapped. A **role** is defined as a group of activities/tasks within a business process that have been grouped for FMMI system access. **Activities** are a grouping of related tasks that typically need to be executed to complete a specific event as part of a larger process. As such, a user may be mapped to one or more roles and/or one role can be mapped to one or multiple users.

FMMI Role Mapping Overview

FMMI roles are not job titles but a description of work performed in FMMI. As such, users are aligned or “mapped” to a specific role with the following conditions in mind:

- Roles provide people with the access to perform the tasks needed to achieve FMMI business benefits
- Roles allow for proper segregation of duties and financial controls in addition to Agency and/or Division level access
- Roles give a Security Administrator the ability to efficiently assign appropriate activities to designated users.
- Users only have access to areas which apply to role(s) performed in the FMMI system
- Roles lead to proper development and assignment of training courses curriculums

FMMI Role Types

Your FMMI role(s) are linked to the process area you will work in within FMMI and therefore determine the financial data you can view, the reports you can run and transactions you can process. Proper role alignment seeks to support the smooth and seamless flow of information for a given set of business process activities. Below is a description of each type of role and the corresponding activities:

- Maintainer – Ability to maintain master data in FMMI
- Administrator – Ability to manage Account Assignments, Derivation Rules, etc.
- Processor – Ability to process transactions
- Approver – Ability to approve transactions/business activities at the supervisory/management level
- Evaluator – Ability to display transactions in FMMI
- Reporter – Ability to execute reports to display FMMI data
- Monitor – Ability to monitor interfaces with other USDA systems

For example, if you currently add billing requests in FFIS, you may be mapped to the Sales Order Billing Processor role in FMMI. If you currently view General Ledger Parked Account Documents, you may be mapped to the General Ledger Evaluator role. The tasks you perform or will perform determine the FMMI roles to which you are mapped.

*** FMMI D2 Newsflash - # 3 ***



FMMI Roles and Training

The process of defining roles and mapping users to these roles is closely tied to the overall training curriculum. Training and Performance Support materials are designed to meet the requirements of each role:

- Individuals will receive only the training associated with the role(s) to which they are mapped
- Individuals must complete all courses within their training curriculum in order to be granted security access to their assigned role(s) in FMMI

In preparation for the required training you have been assigned, your FMMI Agency Implementation team will schedule a Change Discussion with you to let you know more about your specific FMMI role(s) and how it relates to your upcoming FMMI training. They will do so using the FMMI Change Discussion Guide, a detailed document that includes process area descriptions, FMMI role descriptions and the activities performed by each of these roles, how each of the roles are integrated across process areas, and the required FMMI training curriculum for each role.

If your Agency Implementation team has not reached out to you yet about when your Change Discussion will be held, contact your Agency Communication Lead for more information.

Continue to Learn about FMMI!

We will continue to provide you with additional information regarding FMMI, specifically on its benefits and its impacts on you, as we get closer to your Go-Live. If you have any questions, please contact (*insert your Agency Implementation lead and/or Communications lead*)